

Application for a Sumter County Competency Card



Construction Industry Licensing Board of Sumter County
910 North Main Street, Suite 301
Bushnell, FL 33513

Phone Number: 352 793-0270 Ext: 2350 or Ext: 2351
Fax Number: 352 568-6657
Licensing Coordinator: Martha Oliver or Herb Gerretz

General Information and Instructions

The Construction Industry Licensing Board meets on the first Tuesday of every month in room 327 at 7:30 P. M.

Please read instructions thoroughly prior to completing your application. **Please make photocopies for your records.**

The complete application and credit report (s) (**no faxes**) must be received by the 2nd Tuesday of the month to be on the agenda for the regularly scheduled board meeting the following month. Failure to submit a complete application with supporting documentation will result in a delay of the processing of your application.

The competency card will be issued in the qualifier and business name applied for. A change in qualifying of business name would require a change of status application with additional fee, and board approval.

All applicants who are applying to sit for an examination will be required to appear before the Construction Licensing Board. All applicants who are applying by reciprocity, who are not given a temporary letter will be required to appear before the Construction Licensing Board. **ALL APPLICANTS WHO HAVE BEEN GIVEN A TEMPORARY LETTER, IT IS RECOMMENDED YOU APPEAR BEFORE THE CONSTRUCTION LICENSING BOARD.**

The following applicants must appear before the board: Those who are applying by reciprocity, for examination, or who were issued a temporary letter to engage in business.

Applications may be mailed or brought to our office between 7:30 a.m. and 3:30 p.m., Monday through Friday.

Part 1. Trades: (Requires 4 years experience)
Contractor will be required to sit for the Trade and the
Business & Law examination

General	Electric	Roofing
Building	Electric Sign	Sheet Metal
Residential	Air Conditioning "A"	Commercial Pool/Spa
Plumbing	Air Conditioning "B"	Residential Pool/Spa
	Mechanical	Specialty Structure

Part 2. Specialty Trades: (Requires 4 years experience)
No Examinations required

Carpentry	Masonry
Drywall	Stucco, Lath & Plastering
Concrete/Masonry	Sign Contractor (non electric)
Irrigation	

Identification: Submit a clear copy of your driver license or a state identification card with photograph on it.

FEE: \$100.00 – Credit card, cash, check, or money order payable to: BOCC SUMTER COUNTY. Check must contain your address and phone number. (Payment is non refundable)

CREDIT REPORT (S): Applicant must request a credit report (s) from an accredited credit bureau. The credit report must reflect that a search of public records, county, state and federal was completed. The credit report(s) must be mailed directly to our office by the credit-reporting agency (mandatory). The credit report (s) cannot be over six (6) months old. A list of reporting agencies is attached with this application, or you may use the web site www.state.fl.us/dbpr/pro/cilb/agencies_credit.pdf. Upon receipt of your competency card, credit reports are shredded. Sumter County does not retain a copy.

If company is in operation: One (1) credit report on the applicant and one (1) on the business.

If there are negatives on the credit report, you must provide either, documentation that they are paid or a payment schedule from the creditors.

If there is bankruptcy, please furnish a copy of “discharge of debtor”. Also provide a schedule of creditors and the amounts covered.

Any contractor who lets his/her Sumter County certificate of competency expire must apply for a new competency card. If certificate of competency has expired more than one (1) years, a re-examination will be required or proof of reciprocity. The burden of proof lies with the contractor to provide Sumter County with the necessary information. Sumter County does not maintain records on expired competency card more than one year.

You may contact **The Department of State, Division of Corporations** for information regarding Corporations and Fictitious Names, P.O. Box 6327 Tallahassee, FL 32314. For general information call (850) 488-9000 or visit their website at www.sunbiz.org.

DBA: Means “doing business as”.

CORPORATIONS: If you are applying to qualify a corporation you must furnish proof of being incorporated, with your application. The officers listed must match exactly those on page two of this application. If the corporation has a DBA, you must furnish proof you have registered this company name with the Department of State Division of Corporations. The complete corporate name, including DBA, must be listed on all pages requiring the corporate name.

FICTITIOUS NAME: For a sole proprietorship or partnership: You are required to register a fictitious name with secretary of state office in Tallahassee, Florida. You must furnish proof of your fictitious name with your application. (A fictitious name registration is not required if the applicant's first and last name are included in the business name)

RECIPROCITY APPLICANTS: You must make arrangements with the reciprocal County or Municipality in Florida, which sponsored your original Block & Associates/Exterior examinations. Please have them mail us a letter of reciprocity verifying that you achieved at least 75% on that examination. The Construction Industry Licensing Board may accept the results from another government's competency board exam. Reciprocity merely eliminates you from re-taking the exam. You must complete the entire application including verification of experience. All contractors are required to take the Business & Law exam after February 1, 1993.

EXAM: Once your application for examination is approved we will send you a registration form to schedule an exam date.

An examination fee of \$125.00 is required for Sumter County to sponsor you for the exam. Exterior will charge an additional fee.

GENERAL INFORMATION AND INSTRUCTIONS
2 OF 3

CERTIFICATE OF INSURANCE: All categories listed in **part 1** and **2** in the general information section require proof of insurance. Proof of insurance for general, building, and electrical contractor is \$300,000 general liability and \$50,000 property damage insurance. All other license categories require \$100,000 general liability insurance and \$25,000-property damage. The applicant must provide proof of workers' compensation insurance as required by Florida Statutes. All certificate of insurance must be in the exact name of business being qualified and list the Sumter County Building Department, 209 North Florida Street Suite 5, Bushnell, FL 33513, as the certificate holder.

For information regarding a Workers Compensation Exemption forms, please contact:

Department of Financial Service: phone number (850) 488-2333 or www.fldfs.com/wc/databases.html

STATE REGISTRATION: All contractors who are listed in **part 1** need to submit a copy of their state registered license. If you are a state registered contractor and qualify a Business you must also submit a copy of Business Organization license.

COUNTY OCCUPATIONAL LICENSE: All contractors must submit with their application a copy of a current Florida occupational license issued from their home County.

IDENTIFICATION AND ADVERTISING: All persons, firm, partnerships, corporations, or other legal entities regulated by this article, including the classifications set out above, shall be required to display on each vehicle used in the activity regulated by this article, a sign which contains the name and phone number of the person, firm, partnership, corporation, or legal entity in letters of not less than two (2) inches in height. The signs required herein may be permanently painted on each vehicle or may be in the form of decals or magnetic signs. **The signs shall be on each side of the vehicle and shall be displayed within sixty days (60) from the issuance of competency card, or within sixty days (60) from the date of the exchange or replacement of any such vehicle.**

CERTIFICATE OF EXPERIENCE: Document (s) must reflect active experience and show a minimum four (4) years of experience. In order to verify an applicant's experience, the Board requires evidence as to active experience from practicing contractors in the field for which the applicant is applying or a General, Building or Residential Contractor. **The contractor documenting experience must include his/her certification number and attach a copy of his/her contractor's license or business license and a copy of his/her driver license or state identification for identification purposes.**

LETTER OF RECOMMENDATION: Must submit **three (3) letters** of recommendation verifying experience from the list below. Each letter must reflect **work related experience** from three different categories listed below. The letters must bear the name of the person being recommended. The letters must be originals and give: Name, address, and phone numbers of the person providing the recommendation.

	Architect
	Consumer
	County or City Building & Zoning Department
	Engineer
	Lenders involved in construction loan business
	Licensed contractor in any of the categories covered by this ordinance, from Sumter County or another County
	Material sales person
	Material supply business
	Other persons or entities as approved by the Licensing Board.
	Savings and Loan Institution

GENERAL INFORMATION AND INSTRUCTIONS

3 OF 3

SUMTER COUNTY CONSTRUCTION INDUSTRY LICENSING BOARD

REGISTERED and Other CONTRACTORS INFORMATION

Mail to:

Construction Industry Licensing Board
 910 N. Main St. Ste. 301
 Bushnell, FL 33513
 Phone # 352 793-0270 Ext: 2350
 Fax # 352 568-6657



 License Holder Name

 Company Name (Submit a copy of your Qualified Business Organization license from DBPR) (Only Reg. Contr.)

 Mailing Address

 Business Phone Number // Cell Number/Direct Connect#

 City, State Zip Code

 Business Fax Number // Home Phone Number

 State Registered Number, IH# or Other#(Submit Copy)

 Qualifier Driver License Number (Submit a copy)

 Competency Card Number

 E-Mail address, (If Applicable)

 Federal Identification Number

Please submit the following items:

Certificate of Insurance and Exemption must be in the exact name as your license with the Department of Business and Professional Regulations, listing Sumter County Building Department as the certificate holder along with our address.

- * General & Building – \$300,00 Bodily injury, \$50,000 Property damage.
- * Electrical - \$300,000 per occurrence, \$500,000 Property damage.
- * All other categories - \$100,00 bodily injury, \$25,000 Property damage.
- * Workers' compensation insurance or an accepted exemption form. From the Department of Insurance.
- * A current copy of occupational license from your home County.

Signature of Applicant

 Date

State of Florida

County of _____

The foregoing instrument was subscribed before me this _____ day of _____, 20_____

By _____ Who is personally known to me or _____ Who has produced _____ as identification.

Notary Stamp:

 Signature of Notary

 Print

Notary Public, State of Florida

SUMTER COUNTY CONSTRUCTION INDUSTRY LICENSING BOARD

APPLICATION FOR COMPETENCY CARD/EXAMINATION

Mail to:

Construction Industry Licensing
910 N. Main Street, Suite 301
Bushnell, Florida 33513

**Part 1. Examination****Categories:**

(Circle the one for which applying)

General	Electrical	Sign Electrical	
Building	Mechanical	Sheet Metal	
Residential	Plumbing	Air Conditioning "A"	Commercial Pool/Spa
Specialty Structure	Roofing	Air Conditioning "B"	Residential Pool/Spa

The Department shall accept the results of a duly administered and proctored Block/Exterior Exam with a minimum score of 75%, or the Department may accept the results of another government's competency board's exam.

Is this a request for the Department to sponsor sitting for an examination? _____

Part 2. Specialty Categories: No Examination Required.

Carpentry	Concrete/Masonry	Dry Wall	Irrigation
Masonry	Stucco, Lath, & Plastering	Sign contractor (non electric)	

Part 3. Personal Information.

LAST NAME ↑	FIRST NAME ↑	MIDDLE NAME ↑

Mailing Address:

Street	City	State	Zip
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Permanent Address

Street	City	State	Zip
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Telephone/Home _____ **Telephone/Business** _____

State Registration Number, if applicable _____

Part 4. Business Organization.

Name of business, if applicable _____

If you are applying under anything other than a sole proprietorship, please read the following requirements and attach the required information.

When the applicant proposes to engage in contracting as a partnership, corporation, business trust or other legal entity, the application shall state the name of the partnership and its partners, or the name of the corporation and its officers and directors, or the name of the business trust and its trustee, or the name of such other legal entity and its members. **Such applications shall also show that the person applying for the competency card is legally qualified to act for the business organization in all matters connected with its contracting business; and has the authority to supervise construction undertaken by such business organization.** The competency card, when issued upon application of a business organization, shall be in the name of such business organization and the name of the qualifying individual(s) shall be noted thereon.

Part 5. Letters of Recommendation.

Please attach to your application three (3) letters of recommendation, with only one from any of the categories of persons or entities. Such letters shall address the moral character, experience, and other attributes of the applicant that the author feels are important for one in whom public trust is placed. The categories are: consumer, a county or city building department, material man or material supply firm, architect or engineer, saving & loan institution or other lender involved in the construction loan business, licensed contractor in any of the categories of Sumter County, another county, or the State of Florida, or such other persons or entities as approved by the Department from time to time. Letters must be signed, dated, and clearly state the author's name.

Part 6. Financial Responsibility.

a. You must attach proof of financial responsibility in the form of a credit report (not more than six months old) from an acceptable agency. Credit reports from Equifax, Trans Union or Experian are not acceptable agencies. Such report shall be on the individual applicant if qualifying as an individual, and the business if qualifying as a business organization, and shall indicate all credit activity of record for the previous four (4) years.

A partner or an officer of the company must complete affidavit form below.

I hereby certify that _____
(applicant name) is legally qualified to act on behalf of the business organization seeking to be certified, in all matters connected with its contracting business. And that he/she has full authority to supervise construction undertaken by him/her or such business organization and that he/she will continue during this certification to be able to so bind said business organization. If at any time during this certification, he/she ceases to be able to bind or act for the business organization, he/she will immediately notify the Sumter County Construction Industry Board in writing within seven (7) days of such termination.

Any willful falsification of any information herein, including all supplementary pages and attachments, is grounds for disqualification.

State of Florida
County of _____

X _____
Signature of Partner/Officer
Some one other then the qualifier

Subscribed and sworn to (or affirmed) before me on _____ by

(Date) (Name
of Applicant)
He/she is personally know to me or has presented

(Type of identification)

Notary (Signature)

Notary Seal:

Notary (Print)

b. Financial Responsibility Applicant Statement. Please answer is yes or no to any of the following statements, attach a complete explanation, and include a statement detailing the steps taken by the applicant to prevent reoccurrence of the circumstances leading to the conviction, discipline, judgment, bankruptcy, or other event leading to the response. Please also provide proof of payment, satisfaction of liens, judgments, and bankruptcy discharge papers, if applicable.

- ___ Undertaken construction contracts or work that a third party, such as a bonding or surety company completed or made financial settlements?
- ___ Had claims or lawsuits filed for unpaid or past due accounts by your creditors as a result of construction operations?
- ___ Undertaken construction contracts or work that resulted in liens, suits or judgments being filed?
- ___ Had a lien filed against you by the U.S. Internal Revenue Service or Florida Corporate Tax Division? If "yes" you must attach a copy of the Notice of Lien and payment agreement, satisfaction, Release of Lien or other proof of payment.
- ___ Made an assignment of assets in settlement of construction obligations for less than the debts outstanding?
- ___ Been charged with or convicted of acting as a contractor without a license, or if licensed as a contractor, been "subject to" any disciplinary action by a state, county, or municipality? If "yes", you must attach a copy of state, county, municipal or out-of-state disciplinary order or judgment.
- ___ Filed for or been discharged in bankruptcy within the past five years? If "yes", you must attach a copy of the Discharge Order, Order Confirming Plan, or, if a Corporate Chapter 7 case, a copy of the Notice of Commencement.
- ___ Been convicted or found guilty of, or entered a plea of "nolo contendere" to, regardless of adjudication, a crime in any jurisdiction with the past ten years? If "yes", provide proof that your civil rights have been restored.

Part 7. Insurance

Please attach a certificate of insurance for the required amounts for the license type applied for. The certificate holder must list Sumter County Bwith address

MINIMUM AMOUNTS REQUIRED FOR GENERAL LIABILITY INSURANCE

General, Building, and Electrical - \$300,000 bodily injury, \$50,000 Property damage.

Electrical \$300,000 per occurrence and \$500,000 Property damage.

All other categories - \$100,000 bodily injury, \$25,000 Property damage.

Applicant must provide proof of workers' compensation insurance as required by Florida Statute.

Part 8. Copy of Current Florida Drivers' License.

Please attach a copy of your current driver's license or state photo identification card.

Part 9. Education/experience.

If your selection was from Part 1, please refer to S.C. Code Section 6-27 in regards to acceptance of the results of a duly administered and proctored exam. If you are required to sit for an exam, or your selection was from Part 2, please check which of the Educational/ Experience requirements qualify you:

___ An associate degree from an accredited two-year college in an appropriate field of engineering, architecture or building construction (Please attach a copy of official college transcript or a copy of diploma) and a minimum of two years of proven experience in the category in which you seek to qualify: or

___ A minimum of four (4) years of active experience as a workman who has learned his trade by serving as an apprentice and skilled workman in his particular trade for a minimum of one (1) year, or who has served as foreman in charge of a group of workmen for a minimum of one (1) year.

Part 10. Certification of Experience. **Applicant Name:** _____

TO BE COMPLETED BY THE PERSON(S) CERTIFYING EXPERIENCE (please print)

I AM QUALIFIED TO CERTIFY EXPERIENCE BASED ON LICENSURE AS A:

- ☐ FL current state CERTIFIED CONTRACTOR
☐ FL current state REGISTERED CONTRACTOR
☐ Any current REGISTERED ARCHITECT
☐ Any current REGISTERED ENGINEER
☐ Any current BUILDING OFFICIAL
☐ Any contractor currently licensed in FL

Name of Person Certifying Experience

Address

City/State/Zip

I may be reached by phone for comment, if necessary, at the telephone number shown during normal business hours. REQUIRED.

Area Code _____ **Number** _____

Jobs Held By Applicant	From Month/Year	To Month/Year	Type of Work
Workman/Mechanic/Journeyman			
Forman/Supervisor/Manager			

Detail of Work Performed: _____

I, _____, have read Sumter County's requirements for experience and reviewed the applicant's experience. I have direct knowledge of this applicant's experience, and certify same. I understand my license can be subject to discipline if the information given and attested to by me is found to be purposely misleading and fraudulent.

Notarized Signature of person certifying experience

Date

License Number

State of () County of ()

Before me personally appeared the person named above, known and known to me to be the person described in and who executed the foregoing instrument and acknowledged to and before me that executed said instrument for the purposes therein expressed.

Notary Signature

Notary Stamp/Seal →

TO BE COMPLETED BY APPLICANT (And Notary)

I, _____, have read Sumter County's requirements for experience and reviewed the experience requirements. I understand any false information provided on this form may make me ineligible for licensure. I also understand that if a license is issued as a result of information I provided on this application and if that information is later reviewed and determined to be incorrect, it could result in the possible loss of the license. I certify the foregoing is true and correct.

Notarized Signature of Applicant

Date

State of () County of ()

Before me personally appeared the person named above, known and known to me to be the person described in and who executed the foregoing instrument and acknowledged to and before me that executed said instrument for the purposes therein expressed.

Notary Signature

Notary Stamp/Seal →

If more than one certification is needed to fulfill the requirements of Part 9, please copy this form for further certifications. Each person certifying experience must complete the top portion of this page.

Construction Industry Licensing Board Acceptable Credit Reporting Agencies

(This listing is not all-inclusive. Please see disclaimer below.)

Credit Check, Inc.	1-877-616-5556	West Palm Beach	FL
USA Credit Bureau	1-888-474-2270	Crystal River	FL
Network Services	1-813-685-5678	Brandon	FL
Associate Credit	1-800-676-7640	Ft. Lauderdale	FL
Lumbermen's	1-954-771-2100	Ft. Lauderdale	FL
C. B. Services Credit Bureau	1-850-862-2134	Ft. Walton Beach	FL
Choice Point	1-877-288-1317	Jacksonville	FL
Credit Bureau of Jacksonville	1-904-723-5533	Jacksonville	FL
Background Searches, Inc.	1-727-533-9811	Largo	FL
Credit Bureau of South Florida	1-305-592-6370	Miami	FL
Gables Credit Services, Inc.	1-305-207-0873	Miami	FL
Merchant's Association	1-305-654-6600	Miami	FL
Credit Information Systems	1-941-598-4500	Naples	FL
Credit Data Services, Inc.	1-407-246-7600	Orlando	FL
National Association of Credit Management	1-407-299-7491	Orlando	FL
Statewide Credit	1-407-293-1800	Orlando	FL
Dragnet	1-904-696-7733	Ormond Beach	FL
Credit Bureau of Panama City	1-850-763-7681	Panama City	FL
Credit Bureau of Escambia County	1-800-455-9541	Pensacola	FL
Credit Bureau of Northwest Florida	1-850-434-0883	Pensacola	FL
Preferred Credit	1-561-335-2990	Pt. St. Lucie	FL
Bldg Supply Credit Assn of Sara-Mana, Inc.	1-941-951-6657	Sarasota	FL
Check Mate Information Bureau	1-941-922-2801	Sarasota	FL
Credit Bureau of Tallahassee	1-800-753-7072	Tallahassee	FL
Contractor's Reporting Service	1-800-487-2084	Tampa	FL
Credit Data Services, Inc.	1-800-226-1828	Tampa	FL
National Association of Credit Management	1-813-289-8894	Tampa	FL
Owens Online	1-800-745-4656	Tampa	FL
Credit Search	1-561-791-9458	Wellington	FL
Dun & Bradstreet (Business CR Only)	1-770-612-7675	Atlanta	GA
Credit Profile & Security Corporation	1-800-601-6040	Norwood	MA
Advantage Credit	1-800-296-5050	Edgewater	MD
Background Search Specialists	1-407-207-9595	Orlando	FL

Disclaimer: The Sumter County Construction Industry Licensing Board cannot recommend or endorse a particular credit-reporting agency. The list provided above includes all of the agencies that we are aware of that currently meets The Department of Business and Professional Regulation Board reporting requirements. It is provided solely as a courtesy to assist you in locating resources. The Department specifically disclaims any responsibility for the quality or cost of services provided by the agencies listed above.